

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100200009-6

		18	17	16	15	14	13	12	11	9	8	7	6	5	4	OTHER	TOTAL	
1	MS	9	23	51	82			77			24			8	8		288	1
2	OC (R+10)				320	400							80					2
3	"			1	4	32								6				3
4	Program Call			50		48	20	72				8		20				4
5	"		4		120							3						5
6	"			16			80		80					8				6
7	"			12	12	12	12	12					2					7
8	"		12		1040							12						8
9	Program Review			24	24	40	160	40				4						9
10	"			40		16	12	24				9		10				10
11	"			240	240	240						20						11
12	"					376						8						12
13	SSS (Program Call)			16	40			60						30				13
14	"					120						24						14
15	"					40												15
16	"					3												16
17	OTR			2	5	1	2							1				17
18	"			8	16	10		12		4	8							18
19	"						80	40						2				19
20	"				2	8	8		12		40	9		3				20
21	"							10						2				21
22	"				1	3						1						22
23	"					30	28	8	3			4	6	1	1			23
24	DS	1	1	2	10	40						10				1049	1113	24
25	"																	25
26	"																	26
27	OF				16		16		9					16				27
28	"				1		20	12	10					1	1		45	28
29	"				8		8					1						29
30	"				8		1		3			1						30
31	"																	31

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	16	17	16	15	14	13	12	11	9	8	7	6	5	4	3	2	1
1																	
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		18	17	16	15	14	13	12	11	9	8	7	6	5	4	TOTAL	
1	MS	8	23	51	82			74			24			8	8	254	1
2	OC		16	383	1760	1164	284	148	80			123	82	44		4084	2
3	JSS			16	40	163		60				24	30			333	3
4	OTR			11	76	47	98	65	12	4	48	13	7	8	1	340	4
5	OS + 1,849 mo.	1	1	2	10	40						18				1113	5
6	OF	8		1	49	13	36	12	21	3		3	3	17	1	168	6
7	OL		16	64	101	239	108	89	54	52	38	12	43	28	24	865	7
8	OP (NONE)																8
9																	9
10																	10
11	1,049	17	66	528	2118	1666	520	438	1641	59	110	185	165	105	34	7230	11
12																	12
13																	13
14																	14
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31																	31

LINE	OFF	PAGES	COPIES MADE	DISTRIBUTION (COMPONENTS)	SUB-TOTAL MAN-HOURS	TOTAL MAN-HOURS	SUB-TOTAL MAN-HOURS	TOTAL MAN-HOURS	SUB-TOTAL COSTS	TOTAL COSTS	TOTAL COST
1	1	8	11	3							
2	1	4	2	3		286			3120-	3130-	3130-
3	1	1	2	3	800						
4	1	1	2	2	43	843			4144-	842960	
5	1	1	2	1	218				213720		
6	1	1	2	1	127				139075		
7	1	1	1	1	184				140264		
8	1	1	3	1	62				60750		
9	1	1	2	1	1064				1166392		
10	1	1	2	1	272	1947			302796	2012997	
11	1	15	20	3	110				107722		
12	1	1	6	1	800				992160		
13	1	2	6	2	284	1294			417672	1517552	4373509
14	1	1	6	2	149				156468		
15	1	1	3	2	144	333			136824	293282	293282
16	1	1	3	1							
17	1	1	3	3	11				12620		
18	1	1	13	5	58				58880		
19	1	1	2	1	122				105620		
20	1	1	4	1	81				50440		
21	1	1	5	1	12				8720		
22	1	1	4	1	5				5740		
23	1	1	4	9	101	390			109360	351280	351280
24	1	1	10	1							
25	1	1	1	1	164				32411-		
26	1	1	1	1	1249	1113			926796	926796	926796
27	1	1	5	2	64				60080		
28	1	1	4	1	45				36155		
29	1	1	2	1	17				16741		
30	1	1	3	1	9				13201		
31	1	1	3	1	9				10686		

		①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	⑪	⑫
		PAGES	COPIES MADE	DISTRIBUTION COMMENTS		SUB-TOTAL MAN-HOURS	TOTAL MAN-HOURS	SUB-TOTAL MAN-HOUR COSTS	TOTAL MAN-HOUR COSTS	SUB-TOTAL COSTS	TOTAL COSTS	TOTAL COST	
1	1 OF (cont'd)		2	2		7		6580					1
2			3	1		3		2247					2
3			3	1		9	167	1261	156811	126811	156811		3
4	TOL Program Call		10	3		120	✓	950	✓				4
5	"		5	3		45	✓	36104					5
6	"		4	4		14	✓	13820					6
7	"		6	2		27	✓	18414					7
8	After Bud		2	1		76	✓	775					8
9	Program Call		3	3		242	✓	153274					9
10	Program Call		3	2		28	✓	23916					10
11	"		3	2		280	✓	282560					11
12	Budget		2	1		6	✓	4401					12
13	Program Call		2	2		17	✓	6020					13
14	"		3	1		1	✓	1320					14
15	14 Office Estimate 2 mail		12	3		670	✓	6030	732629	732629	732629		15
16	1 Budget Estimate 2 mail		2	2		18	✓	14023					16
17													17
18													18
19													19
20	OP												20
21													21
22													22
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SECOND SPREAD SHEET
TO DISTRIBUTE DDS TOTAL
ACCORDING TO PPB
GUIDANCE ON
REPORTS TO EXCLUDE

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	Intelligence		Intelligence		OPPB		TOTAL		
	No		No		No		No		
✓ OL	-	-	228	31602730	3	1725137	241	33388367	1
✓ OTR	2	62810	171	11481460	7	1347030	181	13091300	2
✓ SSS	3	1760296	12	1722128	11	496267	26	3978991	3
✓ OMS	-	-	24	1137220	3	165900	27	1373170	4
✓ OS	4	363721	116	10204795	8	6749482	128	16717998	5
✓ OF	1	1645	67	23855489	9	2044321	77	24901458	6
✓ OP	4	419864	190	54182669	5	1353183	199	55955716	7
	24	300212	790	28414452	5	1035392	816	29752936	8
TOTAL	38	2908428	1594	162571293	52	13880215	1684	117935936	9

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Anal for security set at \$ 8,000 ✓

7.5% of \$ 105,700 ✓

base cost equals 167,179 ⁸² ~~reparation~~ ⁰³
inventory less cost 8,000

Categ. $\left\{ \begin{array}{c} 9 \\ 5 \\ \hline 4 \end{array} \right.$

15,877,

66,268

82,145

127,179.98
105,000
22,179.98

11

STAT

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Reports Meeting vs Conf Room
Thurs.
28 Jun 71

STAT

[Redacted]

SSS

[Redacted]

GF 308 Bill

O/M

STAT
STAT

[Redacted]

O/M

[Redacted]

O/sec

O/sec

O/LOG

O/TR

STAT

- Harry

O/Fin

STAT

[Redacted]

O/C:

- Bob

O/Pers.

Weekly Report -

[Redacted]

SSS

Types of Reports

Annual Report
Highlights of Annual Report
Program Call
Report of Significant Accomplishments

15 Mar - Prelim Report
1 Apr. to PPB

underline in Red
underline Blue

eliminate
changes in frequency.

FUNCTIONAL OFFICE	TOTAL REPORTS (1)	MANUAL REPORTS (2)	COMPUTER REPORTS (3)	INTERNAL REPORTS (4)	EXTERNAL REPORTS (5)
OFFICE of COMMUNICATIONS OCS card costs	77	51	16	50	27
OFFICE of PERSONAL	84	151	65	78	24
SUPPORT SERVICES STAFF	26	16	10		
OFFICE of MEDICAL SERVICES	27	23	4		
OFFICE of TRAINING	181	152	29		
OFFICE of SECURITY	128	77	49		
OFFICE of LOGISTICS	241	145	76		
OFFICE of FINANCE	<u>199</u> 1684	<u>158</u> 785	<u>41</u> 899	118	40

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MANUAL REPORT COSTS	COMPUTER REPORT COSTS	MANUAL COMPUTER INPUT COSTS	TOTAL COSTS	MANUAL REPORTS MAN-HOURS	COMPUTER REPORTS MAN-HOURS	TOTAL MAN HOURS
13879065	698189 524563	9779641	24376895 524563 24901458	17012	10355	27367
8759539	9405907 2750-	11312570	29417936 2750- 29752936			
3130862	726207 NONE	121922	3978991	76	121	197
1278770	6470 NONE	288000	1573170	567	112	679
11464400	252220 1000-	1274680	12991300 1000-	15942	3552	19394
8752818	7965180 NONE	1000-	16717998			2020698
11890731	20959536 5381-	-	32850267 5381- 33388367			59186
400187-	4837016 111000-	-	44855716 111000-			
99174885	57388218	22796833	179359936			

OTR

SIWA - School of Intelligence & World Affairs
ISS - Instructional Support Staff
LS - Language School
OS - Operations School
SAS - Support School
OTG - ?
DTS - ?
CTP - Career Training Program
EA - Executive Assistant

S E C R E T

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OTR

PLT #

RETENTION

PROJ

COM RPT

RPT #	DESCRIPTION	MACH	PROG #	DIST	FREQ	FORM	PT	PRG	OFF	VR	RC	CL	NO	H M H M	SEQ #
600A	EDITED DICT TRANSACT		EP600A	Q	143	1						T5	27191		19780
600B	FRPOR DICT TRANSACT		EP600A	Q	143	1						T5	27191		19800
600C	COUR/DICT BY TITLE		EP600B	S	116	2						T5	27191		19840
600D	COUR/DICT BY NUMBER		EP600B	S	116	2						T5	27191		19860
600E	FACILITY/DICT-TITLE		EP600B	S	116	2						T5	27191		19880
600F	FACILITY/DICT-NUMB		EP600B	S	116	2						T5	27191		19900
601A	ATR REG DATE/NAME		EP600E	S	143	4						T5	27191		20020
601B	ATR REG NAME/OFF		EP600E	S	143	3						T5	27191		20040
601C	ATR REG NAME/NUMBER		EP600E	S	143	2						T5	27191		20060
601D	ATR REG NAME/SD		EP600E	S	143	3						T5	27191		20080
601E	EXTERN DATE BY NAME		EP600E	S	143	3						T5	27191		20100
601F	EXTERNAL BY FACIL		EP600E	S	143	2						T5	27191		20120
601G	YR-END CONT LIST		EP600F	A	143	3						T5	27191		20200
601H	YR-END PURGE LIST		EP600F	A	143	3						T5	27191		20220
601I	FDP CRSFS BY DIR		EP600E	X06	143	7						T5	27191		20140
601J	INT/COMM OFF/NAME		EP600E	X	143	03						T5	27191		20160
601K	COURSE TITLE/SD		EP600F	A	143	3						T5	27191		20240
602A	ATR TRANS ERRORS		EP600C	Q	143	1						T5	27191		19940
602B	ATR U/D TRANS ERRORS		EP600D	Q	143	1						T5	27191		19980
606A	SCIENCE TRAIN GR/ALL		EP606A	SRB	S	SCLN	V	LM				T5	27191		20420
606B	SCIENCE TRAIN CR/ALL		EP606A	SRB	S	SCLN	V	LM				T5	27191		20440
606C	SCIENCE TRAIN ON DTY		EP606A	SRB	A06	SCLN	12	LM				T5	27191		20460
606D	SCIENCE TRAIN ON DTY		EP606A	SRB	A06	SCLN	12	LM				T5	27191		20480
606E	SCIENCE TRAIN SEPS		EP606A	SRB	A06	SCLN	12	LM				T5	27191		20500
606F	SCIENCE TRAIN SEPS		EP606A	SRB	A06	SCLN	12	LM				T5	27191		20520
611A	TR CTG TRANS ERRORS		EP612A	R	143	01	CB					T5	27191		20280
611B	TRAIN CTG DICTIONARY		EP612A	R	143	02	CB					T5	27191		20300
612A	INT TRAIN BY OFFICE		EP612B	R	143	01	CB					T5	27191		20340
612B	EXT TRAIN BY OFFICE		EP612B	R	143	01	CB					T5	27191		20360
612C	CTP TRAIN		EP612B	R	143	01	CB					T5	27191		20380

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S E C R E T

1	Canceled	1	Yes	1	1
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Office of Training

(2)

Control No.	Report Title	Type of Report	Copies Prepared	Frequency	Distribution	DDP Processing	Authority Source	Authority C to No.	Preparing Component	Funder Reports	Manual Reports Man-Hours	Manual Reports Cost	Computer Report Man-Hours	Computer Report Cost
OTR/OS 17	Speaker Evaluation Cards	1	2	2	As Directed	1	No							
OTR/SUS 2	Speaker Evaluation Cards	1	2	5	Irregular	1	No							
OTR/SWA 3	Membership of Staff Members on Comm.	6	2	1	1	1	No	DDS	69-1146	SIWA	88	14340		1
OTR/LS 2	Membership of Staff Members on Comm.	6	2	1	1	1	No	DDS	70-3610	LS	110	75840		2
OTR/OS 11	Membership of Staff Members on Comm.	6	2	3	1	1	No	DDS		LS	1	1250		3
OTR/SWA 4	New Books Received	1	2	3	1	1	No	DDS	69-1146	OS	1	865		4
OTR/OS 19	List of New Books Rec. by Library	1	2	1	12	1	No	DTR		SIWA	1	492		5
OTR/LS 4	New Books Received	1	2	2	12	1	No	DTR		SIWA	310	607		6
OTR/LS 3	Language School Accessions List	1	2	1	12	1	No			DTA	12	123		7
OTR/OS 10	Library Accessions List	1	2	20	12	20	No			DTA	3	3420		8
OTR/SWA 5	New Books Received	1	2	1	12	1	No			DTA	12	1944		9
OTR/LS 5	Reports Inventory Report	6	2	7	12	1	No			DTA	12	5800		10
OTR/OS 28	Reports Inventory Report	6	2	2	1	1	No			DTA	12	27		11
OTR/OS 7	OTR Reports - Inv. Report	6	1	2	1	1	No	DDS	70-3600	SIWA	24	6720		12
OTR/LS 10	Reports Inventory Report	6	3	2	1	1	No	do	do	DTA	60	768		13
OTR/LS 5	Reports Inventory Report	6	2	1	1	1	No	do	do	DTA	12	10095		14
OTR/LS 20	Reports Inventory Report	6	1	1	1	1	No	do	do	DTA	5	3780		15
OTR/OS 15	Reports Inventory Report	6	3	3	1	1	No	do	do	DTA	12	10930		16
OTR/LS 5	Reports Inventory Report	6	3	3	1	1	No	do	do	DTA	61	89870		17
OTR/OS 6	Card. #48 [] was Read	7	2	1	1	1	No	do	do	DTA	12	10240		18
OTR/OS 6	Card. #48 [] was Read by Staff	7	2	1	2	1	No	OS	HA	SIWA	11	5225		19
OTR/OS 6	Card. #48 [] (Employee Conduct) was not by Staff	7	2	2	2	1	No	OS	HA	SIWA	29	27415		20
OTR/OS 7	Business Provided to Other Agencies	1	2	2	1	1	No	OS	HA	SIWA	2	2		21
OTR/LS 4	Course Schedule Projections	1	2	3	1	1	No	OS	HA	SIWA	2	9		22
OTR/OS 5	Course Schedule Projections	1	2	3	1	1	No	OS	HA	SIWA	2	560		23
OTR/OS 5	Course Schedule Projections	1	2	3	1	1	No	OS	HA	SIWA	3	3180		24
OTR/OS 5	Course Schedule Projections	1	2	3	1	1	No	OS	HA	SIWA	3	1572		25
OTR/OS 5	Course Schedule Projections	1	2	3	1	1	No	OS	HA	SIWA	2	52		26
OTR/OS 5	Course Schedule Projections	1	2	3	1	1	No	OS	HA	SIWA	2	57210		27
OTR/OS 5	Course Schedule Projections	1	2	3	1	1	No	OS	HA	SIWA	2	21820		28
OTR/OS 5	Course Schedule Projections	1	2	3	1	1	No	OS	HA	SIWA	2	19040		29
OTR/OS 5	Course Schedule Projections	1	2	3	1	1	No	OS	HA	SIWA	2	86		30
OTR/OS 5	Course Schedule Projections	1	2	3	1	1	No	OS	HA	SIWA	2	104030		31
OTR/OS 5	Course Schedule Projections	1	2	3	1	1	No	OS	HA	SIWA	2	113		32
OTR/OS 5	Course Schedule Projections	1	2	3	1	1	No	OS	HA	SIWA	2	120760		33
OTR/OS 5	Course Schedule Projections	1	2	3	1	1	No	OS	HA	SIWA	2	24890		34
OTR/OS 5	Course Schedule Projections	1	2	3	1	1	No	OS	HA	SIWA	2	36015		35
OTR/OS 5	Course Schedule Projections	1	2	3	1	1	No	OS	HA	SIWA	2	650		36
OTR/OS 5	Course Schedule Projections	1	2	3	1	1	No	OS	HA	SIWA	2	20920		37

Contract No.	Report Title	Type of Report	Copies Prepared	Frequency	Distribution	ADP Processing	Authenticity	Preparing Component	Federal Report	Manual Reports	Computer Report
							Source	Ctr. No.		Max. Hours	Cost
09/SUS 9	Evaluation of OTR Training	3	2	4	1	1	No	do	SUS	2	30
09/SWA 10	Component Training Evaluation	3	2	2	1	1	No	END/R	SIWA	3	69
09/OS 4	Component Training Evaluation	3	2	4	1	1	No	do	OS	1	310
09/SUS 10	Component Training Evaluation	3	3	3	1	2	No	do	SUS	32	652
09/EWA 11	Records Holdings Survey	7	1	2	1	1	No	WMS/KAS	SIWA	1	7
09/OT 4	Records Survey Report	7	1	2	1	2	No	do	OTS	40	20
09/LS 8	Records Holdings Survey (Exclusive Costs)	7	1	2	1	1	No	do	ISS	23	40
09/LS 6	Records Holdings Survey	7	1	3	1	1	No	do	LS	-	13
09/OS 14	Records Holdings Survey	7	2	2	1	1	No	do	OS	-	2
09/SUS 11	Records Holdings Survey	7	1	6	1	1	No	do	SUS	-	8
09/SWA 12	Destruction of Records	7	1	1	1	1	No	WMS/KAS	SIWA	1	1
09/OT 5	Dir. of Rec. & Retirement of Rec.	7	1	3	1	1	No	do	CTP	-	4
09/LS 7	Destruction of Records	7	1	3	1	1	No	do	LS	-	13
09/OS 6	Destruction of Records	7	2	2	1	1	No	do	OS	-	4
09/SUS 12	Destruction of Records	7	2	6	1	1	No	do	SUS	-	4
09/SWA 13	Statistics on Accomplishments	1	1	3	2	1	No	OTR	SIWA	3	38
09/OS 18	Statistics on Accomplishments (Cy+FY)	1	1	5	2	1	No	do	OS	2	117
09/SUS 14	Statistics on Accomplishment (FY)	1	3	7	1	1	No	do	SUS	2	32
09/SWA 14	Annual Program Call Budget Estimates	5	1	3	1	1	No	OPPB	SIWA	3	11
09/OT 1	Program Call	5	5	5	1	3	No	do	OTS	-	58
09/EA 7	Program Call	5	3	13	1	5	No	do	EA	7	122
09/LS 13	Annual Program Call Budget Estimates	5	2	2	1	1	No	do	ISS	6	81
09/LS 8	Annual Program Call Budget Estimates	5	1	4	1	1	No	do	LS	-	12
09/OS 1	Annual Program Call Budget Estimates	5	2	5	1	1	No	do	OS	3	5
09/SUS 15	Annual Program Call Budget Estimates	5	3	4	1	1	No	do	SUS	2	100
09/SWA 16	Annual Program Call Response to Program Call	5	2	3	1	1	No	OPPB	SIWA	3	52
09/OT 4	Annual Program Call Response to Program Call	5	2	3	1	1	No	do	OTR	0	5
09/EA 4	Annual Program Call (Fiscal Year)	5	3	12	1	2	No	do	EA	8	658
09/LS 14	Annual Program Call Response to Program Call	5	2	2	1	1	No	do	ISS	6	67
09/LS 9	Annual Program Call Response to Program Call	5	3	3	1	1	No	do	LS	6	40
09/OS 2	Annual Program Call Response to Program Call	5	2	5	1	1	No	do	OS	3	12
09/SUS 16	Annual Program Call Response to Program Call	5	3	4	1	3	No	do	SUS	2	174
09/SWA 10	Weekly Activity Report	1	2	3	52	2	No	OTR	SIWA	1	1080
09/OT 2	Weekly Activity Report	1	2	3	52	2	No	OTR	OTS	1	364
09/OT 1	Weekly Activity Report	1	2	3	52	1	No	do	CTP	-	100

Approved For Release 2006/04/13 : CIA-RDP75-00399R000100040009-6

Office of Training

(4)

Report No.	Report Title	Type of Report	Copies Prepared	Frequency	Distribution	ADP Processing	Authority	Source	Cnt. to Component	Preparing	Header	Manual	Special	Computer	Report
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
OTR/EA5	OTR Weekly Report to DD/S	1	8	7	52	1	NO			EA	7	572	503360	-	1
OTR/EA15	Weekly Activity Report	1	2	5	52	1	NO			EA	7	572	503360	-	2
OTR/EA10	Weekly Report	1	2	3	52	1	NO			EA	6	416	3146	-	3
OTR/EA5	Weekly Activity Report	1	2	6	52	1	NO			EA	3	1876	1331	-	4
OTR/EA17	Weekly Report	1	2	5	52	1	NO			EA	3	156	17786	-	5
OTR/EA17	End of Course Reports	1	2	2	Irregular	1	NO	OTR	OTR 25-2	EA	3	350	2588	-	6
OTR/EA19	End of Course Reports	1	2	5	Irregular	2	NO	OTR	OTR 25-2	EA	-	406	3496	-	7
OTR/EA11	End of Course Reports	1	2	6	2	2	NO	OTR	OTR 25-2	EA	-	101	108630	-	8
OTR/EA7	End of Course Reports	1	2	3	1	1	NO	OTR	OTR 25-2	EA	-	48	39560	-	9
OTR/EA18	End of Course Reports	1	2	5	2	2	NO	OTR	OTR 25-2	EA	-	180	696	-	10
OTR/EA18	End of Course Reports	1	2	9	Irregular	2	NO	OTR	OTR 25-2	EA	-	300	2180	-	11
OTR/EA18	Projected Use of Agency Aircraft	1	2	2	2	1	NO	OTR	OTR 25-2	EA	-	374	447210	-	12
OTR/EA30	Projected Use of Agency Aircraft	1	2	2	2	1	NO	OTR	OTR 25-2	EA	-	2	2580	-	13
OTR/EA6	Forecast of Special Flights	1	3	4	2	4	NO	OTR	OTR 25-2	EA	-	4	2480	-	14
OTR/EA17	Projected Use of Agency Aircraft	1	2	2	2	1	NO	OTR	OTR 25-2	EA	-	4	2480	-	15
OTR/EA12	Projected Use of Agency Aircraft	1	2	3	1	1	NO	OTR	OTR 25-2	EA	-	1	484	-	16
OTR/EA13	Projected Use of Agency Aircraft	1	2	3	2	1	NO	OTR	OTR 25-2	EA	-	1	484	-	17
OTR/EA19	Projected Use of Agency Aircraft	1	2	2	2	2	NO	OTR	OTR 25-2	EA	-	2	1805	-	18
OTR/EA19	Equipment Inventory	7	2	1	1	1	NO	OTR	OTR 25-2	EA	-	3	3390	-	19
OTR/EA13	Equipment Inventory	7	1	1	1	1	NO	OTR	OTR 25-2	EA	-	3	3390	-	20
OTR/EA13	Equipment Inventory	7	1	3	1	1	NO	OTR	OTR 25-2	EA	-	117	8620	-	21
OTR/EA13	Equipment Inventory	7	1	4	12	2	NO	OTR	OTR 25-2	EA	-	20	8720	-	22
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	23
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	24
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	25
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	26
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	27
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	28
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	29
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	30
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	31
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	32
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	33
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	34
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	35
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	36
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	37
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	38
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	39
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	40
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	41
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	42
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	43
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	44
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	45
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	46
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	47
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	48
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	49
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	50
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	51
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	52
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	53
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	54
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	55
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	56
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	57
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	58
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	59
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	60
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	61
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	62
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	63
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	64
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	65
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	66
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	67
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	68
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	69
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	70
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	71
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	72
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	73
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	74
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	75
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	76
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	77
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	78
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	79
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	80
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	81
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	82
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	83
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	84
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	85
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	86
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	87
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	88
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	89
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	90
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	91
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	92
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	93
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	94
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	95
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	96
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	97
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	98
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	99
OTR/EA13	Equipment Inventory	7	1	12	1	5	NO	OTR	OTR 25-2	EA	-	12	60	-	100

Office of Training
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Report No.	Report Title	Type of Report	Copies Prepared	Frequency	Distribution	ADP Processing	Authority	Preparing Office	Federal Report	Manual Reports	Computer Reports				
							Source	Site No	Component	Max Hours	Cost	Max Hours	Cost		
OTR/EA 11	Schedule of Encumbrances	7	1	2	12	1	OF	HHA	EA	-	132	4320	-	STAT 1	
OTR/EA 12	Obligation Abstract Form No 2468	7	1	2	4x/week	1	do	do	do	-	195	43875	-	2	
OTR/EA 13	Significant Pers. Development (Weekly)	1	2	4	52	2	No	OTR	EA	-	104	47060	-	3	
OTR/EA 14	Year End Funding Requirement	5	3	4	1	1	OPPB	-	EA	1	17	14920	-	4	
OTR/EA 15	Form 2210-400 Data Classification Sheet	2	1	2	As Req.	2	OF	HHA	EA	-	2	1270	-	STAT 5	
OTR/OT 2	Monthly Attachment Report	1	1	25	12	5	No	OTR	CTP	-	24	8640	-	6	
OTR/OT 3	Monthly Status Report of Military Conv. Trainee	1	1	25	12	4	No	OTR	1-2	do	-	12	4930	-	7
OTR/OT 6	Recruitment Activities Report for CTP	1	1	5	12	2	No	OTR	1-1	do	-	60	23720	-	8
OTR/OT 3	Projected Training Requirements	1	2	15	12	2	No	OTR	25-1	DTS	-	36	18480	-	9
OTR/OT 6	Financial Report	7	3	3	12	4	No	OF	-	DTS	-	516	210480	-	STAT 10
OTR/OT 7	McCall Financial Status (Copy)	1	2	2	12	2	No	OTR	-	DTS	-	72	36480	-	11
OTR/OT 8	McCall Financial Status (Copy)	2	2	2	12	2	No	do	-	do	-	72	36480	-	12
OTR/OT 9	Staff Mess Report	4	2	2	1	2	No	OF	-	do	-	7	37-	-	STAT 13
OTR/OT 10	Staff Mess Financial Report	7	2	2	1	2	No	do	do	do	-	7	4120	-	14
OTR/OT 11	Construction Status Report	7	3	8	12	6	No	GL	-	do	-	34	15720	-	15
OTR/OT 12	Domestic Real Property Report	7	2	2	2	1	No	GL	-	do	-	112	57120	-	16
OTR/OT 13	Domestic Real Property Report	7	2	2	2	1	No	OL	-	do	2	10	4860	-	17
OTR/OT 14	Monthly Health Report	7	3	2	12	2	No	OMS	-	do	-	12	78-	-	18
OTR/OT 15	Person Management Program	1	2	6	1	3	No	OTR	-	do	-	1	933	-	19
OTR/OT 16	Common Monthly Report	7	2	4	4	2	No	OC	-	do	2	48	43680	-	20
OTR/OT 17	Common Reports of Destruction	7	1	2	12	2	No	OC	-	do	-	12	10920	-	21
OTR/OT 18	Schedule/Vehicle Requirements	7	1	2	2	2	No	OF	-	do	-	12	5840	-	22
OTR/OT 21	Production Report	3	1	4	2	2	No	ONP	TSD/SOB	do	-	118	537-	-	23
OTR/OT 22	Weekly Activities Report	3	2	4	52	2	No	do	do	do	-	156	1066-	-	24
OTR/OT 23	Security Violation	7	2	5	As Deposed	3	No	GS	-	do	-	36	22840	-	STAT 25
OTR/OT 24	Field Test Report on TSD Projects	3	2	4	12	2	No	DDP	TSD/SOB	do	-	305	1576-	-	26
OTR/OT 25	Accident Investigation Report 2652a (Med)	7	2	2	As they occur	1	OMS	-	do	-	40	12720	-	27	
OTR/OT 26	Accident Investigation Report 2652a (Fire)	7	2	2	As they occur	1	OS	-	do	-	32	14352	-	28	
OTR/OT 3	Activity/Status Assessment	1	2	4	4	10	No	OTR	-	ESS	8	28	15320	-	29
OTR/OT 9	Statistics of Air Training sponsored by OTR	1	1	3	12	1	No	OTR	-	do	-	408	146880	-	30
OTR/OT 10	Air Production Statistics	1	1	2	12	1	No	OTR	-	do	-	276	924-	-	31
OTR/OT 11	Financial Management Improvement Program	5	1	2	1	2	No	OPPB	BAB 70-13	do	-	5	2140	-	32
OTR/OT 12	Completion of Personnel Training	1	1	3	1	1	No	OTR	-	do	-	230	7764-	-	33
OTR/OT 20	Film Inventory	1	1	4	12	8	No	OTR	-	do	-	12	4320	-	34

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Office of Training
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Control No.	Report Title	Type of Report	Copies Prepared	Frequency	Distribution	ADP Processing	Authority Source	Auto to Component Report	Preparing Period	Manual Report	Computer Reports	Cost	Material Cost	Cost
OTR/ISS 22	Internal Training Completion Report	1	1	2	2	1	To OTR	-	ISS	-	300	1044	-	-
OTR/ISS 23	Rep. of Students in Full Time Academic Training	1	4	2	2	2	To OTR	-	do	-	10	5380	-	-
OTR/ISS 24	Agency Official App. by Rep Dir. for Full Time	3	2	2	2	1	To EX/DIR	-	do	-	2	13-	-	-
OTR/ISS 25	Funds Dispendable for Book Purchases	1	2	1	4	1	To OTR	-	do	5	2	13-	-	-
OTR/ISS 26	Cons. Report on the first half of ADP Manag.	7	2	4	2	3	LEADS/HPC	DOB 1/11/11	do	-	3	1750	-	-
OTR/ISS 27	ADP MIS Semiannual Report	7	2	4	2	3	LEADS/HPC	DOB 1-93	do	-	3	1750	-	-

Office of Communications

CS - Communications Security Staff
EXA - Executive Assistant
RMS - Records Management Staff
OC/A - Administration Staff
OC/P - Program Coordination Staff
CCD - Covert Communications Unit.
SCD - Staff Communications Unit.
SPD - Special Programs Division

STAT

Office of Communications

Control No.	Report Title	Type of Report	Copies Prepared	Frequency	Distribution	ADP Processing	Authority Source	Cite Number	Preparing Component	Index Reports	Manual Reports (Manhours)	Cost	Computer Reports (Manhours)	Cost	
1	00-001 Quarterly Report	✓	2	4	4	1	No	DLO	ORDER 7.4	OC-ALL	1136	10533.12	-	-	1
2	00-002 Monthly Report	✓	2	2	12	2	No	DLO	ORDER 7.4	" "	456	3801.96	-	-	2
3	00-003 Weekly Staff Meeting Notes	✓	2	3	52	1	No	DLO	-	OC-ALL	1352	10914.84	-	-	3
4	00-004 Yearly Accomplishments	✓	2	3	1	1	No	DLO	-	OC-ALL	400	3720.36	-	-	4
5	00-005 Foreign TDY Forecast	✓	1	3	2	1	No	OC-EXA	-	OC-ALL	64	490.88	-	-	5
6	00-006 Foreign TDY Forecast	✓	1	3	1	1	No	OC-EXA	-	OC-ALL	10	93.86	-	-	6
7	00-007 Review of OC-OPS Forms	✓	1	2	1	1	No	OC-RMS	ORDER 70.2	OC-ALL	57	329.67	-	-	7
8	00-008 Top Secret Inventory Rpt.	✓	4	3	1	20	Yes	OC-RMS	ORDER 70.5	OC-ALL	63	258.81	-	-	8
9	00-009 Dicta. of Rpt. of Record Material	✓	1	2	12	1	No	OC-RMS	ORDER 11.65	OC-ALL	36	341.87	-	-	9
10	00-010 Operations Summary Rpt.	✓	1	5	12	1	No	OC-A	ORDER 20.8.1	OC-ALL	252	1666.62	-	-	10
11	00-011 Program Review - 5 yrs.	✓	3	3	1	1	No	OPPS	-	OC-P	2340	20474.90	-	-	11
12	00-012 Program Call	✓	3	3	1	1	No	OPPS	-	OC-P	1434	13867.69	-	-	12
13	00-013 Annual Office Estimate	✓	3	15	1	-	Yes	OPPS	-	OC-P	1267	12823.46	-	-	13
14	00-014 Manning Table & Changes	✓	1	18	4	3	No	OC/A	-	OC-ALL	332	984.62	-	-	14
15	00-015 TDY Standby	✓	1	1	2	1	No	DLO	-	OC/A	43	2065.46	-	-	15
16	00-016 Retirement Study	✓	4	14	1	11	No	DLO	-	OC/A	480	2884.60	-	-	16
17	00-017 Weekly Rpt. (Retirement)	✓	4	5	12	2	No	DLO	-	OC-A	48	179.26	-	-	17
18	00-018 Report of Violations (Prop. Sec.)	✓	1	4	Periodically	1	Yes	OS	HR 99770	OC-A	1	3.79	-	-	18
19	00-019 Overseas On-Duty Strength	✓	1	6	4	1	No	OP	OPM 2-27-72	OC-A	12	58.36	-	-	19
20	00-020 Category II + III On Duty Strength	✓	1	6	4	1	No	DOS/PLAN	-	OC-A	8	29.16	-	-	20
21	00-021 OC Cabling & Strength Rpt.	✓	1	10	12	6	Yes	?	-	OC-A	120	516.24	-	-	21
22	00-022 Non-Adm. CMR	✓	1	2	1	2	No	OL	HR	OC-A	114	781.06	-	-	22
23	00-023 Inventory of Motor Vehicles (TVA)	✓	1	6	1	3	No	OL	-	OC-A	102	439.84	-	-	23
24	00-024 Status of Funds	✓	1	2	12	1	No	?	-	OC-A	108	639.72	-	-	24
25	00-025 REGION (Comp. Prod. Rpt.)	✓	1	2	1	1	Yes	OC-SCAD	-	OC-ALL	5.3	266.02	-	-	25
26	00-026 PRA Review	✓	3	3	2	1	Yes	OC-SCAD	-	OC-SCD	1.36	1095.38	-	-	26
27	00-027 Report of Departures/Retirements (TDY Senior Officers)	✓	1	2	Periodically	1	No	DOS	-	OC-A	4	16.36	-	-	27
28	00-028 Pers. Proc. Rpt. (Visiting, Departure, Reassignment, EOD's)	✓	3	7	12	6	No	OC	-	OC-A	36	147.24	-	-	28
29	00-029 Rpt. Records Holding & Destruction	✓	3	3	1	2	No	DOS/SSS/IRAB	-	OC-RMS	325	1695.46	-	-	29
30	00-030 Inspection of Key Smith Buckles	✓	3	4	4	1	No	DOS/SSS/IRAB	MEMO 1/17/67	OC-RMS	264	1975.58	-	-	30
31	00-031 Suspense List	✓	2	20	52	20	No	OC	ORDER 70.1	OC-RMS	156	126.08	-	-	31
32	00-032 Operations Purge	✓	6	4	4	1	No	DOS	MEMO 8/19/68	OC-RMS	16	104.04	-	-	32
33	00-033 C.K. List of Current Orders, Notices & H.O.	✓	3	68	1	61	No	OC-SCD	ORDER 2.1	OC-RMS	5.2	289.30	-	-	33
34	00-034 Cable Traffic Analysis Rpt. (CATRAN)	✓	5	5	12	3	Yes	OC-SCD	-	OC-SCD	876	5237.76	-	-	34
35	00-035 Phone Telephone Network Rpt.	✓	1	6	4	2	Yes	OC-SCD	-	OC-SCD	5	35.16	4	-	35

Office of Communications

Control No.	Report Title	Type of Report	Copies Prepared	Agency	Distribution	ADP	Source	Authority	Cite Number	Preparing Component	Feder Reports	Manuals	Reports Cost	Computer Reports	Cost
1	OC-036 Reg. (banks) of Vene. Telephone Networks	✓	1	3	2	No	OC-SCD	-	-	OC-DMMA	-	44	254.02	-	1
2	OC-037 Crypto Debriefing Stmt.	✓	2	1	2	No	-	HR	-	OC-SCS	-	4096	11 611.60	-	2
3	OC-038 Crypto Material Inventory (BYCER)	✓	4	4	375	Yes	OC-SCS	OCNA-RXN.3	OC-SCS	-	3	148	914.24	40	2480.00
4	OC-039 Trans. & Distribution Rpt. of Crypto Material	✓	1	11,000	500	Yes	OC-SCS	OCNA-RXN.3	OC-SCS	-	-	1843	480.7200	183	849.75
5	OC-040 Crypto Violation (Compromise)	✓	2	2	1	No	OC-SCS	-	-	OC-DMMA	1	9	701.23	-	5
6	OC-041 Computer Usage & Inventory Rpt.	✓	4	3	2	No	DDSS/SES	Memo	-	OC-P	-	190	2391.94	-	6
7	OC-042 Rpt. of Dist. Processing Equip. Controlled by OC	✓	1	2	1	No	OPPB	-	5/1/65	OC-EXA	-	36	273.78	-	7
8	OC-043 Significant Events	✓	2	2	52	1	DDSS	AI-657	OC-O	-	-	936	6432.48	-	8
9	OC-044 Conflicts of Interest	✓	2	1	1	No	DDSS	HR	-	R/CO	-	2	135.8	-	9
10	OC-045 Fin. Stmt. (Service Off. of their fin. interests)	✓	2	2	4	1	DDO	-	-	OC-O	-	8	101.91	-	10
11	OC-046 Contract Information System	✓	1	2	12	2	DDST	M-10	-	OC-CCD	-	384	1701.76	-	11
12	OC-047 Contract Inspection Rpt.	✓	1	2	1	No	OL	HR	-	OC-SPD	-	213	181.735	-	12
13	OC-048 R&D Precontract Planning Rpt.	✓	3	3	4	1	OL	-	-	OC-SPD	-	40	312.44	-	13
14	OC-049 Foreign ID Summary	✓	1	3	2	1	OC-EXA	-	-	OC-SCS	-	3	57.45	-	14
15	OC-050 Trip Report	✓	2	2	1	No	DDO	-	-	OC-O	-	78	299.25	-	15
16	OC-051 Allocation "26" Status Rpt.	✓	1	3	12	1	No	OC-SCD	-	OC-SCD	-	38	132.76	-	16
17	OC-052 Low-Level Allocation Circuit Stg. (EXASUZ)	✓	4	4	2	2	Yes	OC-SCD	-	OC-SCD	-	416	2837.12	-	17
18	OC-053 Equip. Inventory (BYCER)	✓	4	6	2	5	Yes	OC-SCD	-	OC-SCD	-	460	321.5430	-	18
19	OC-054 Non-Admin. Equip. Inventory (CME)	✓	4	1	-	No	OL	-	-	OC-SCD	1	64	304.40	-	19
20	OC-055 Status of Comm. Services & War Plans	✓	2	3	1	2	No	OC	-	OC-P	2	92	1053.55	-	20
21	OC-056 Computer Utilization Rpt.	✓	4	3	2	1	Yes	DDSS	-	OC-P	-	42	537.60	-	21
22	OC-057 Graduate Group Intell. Library Board Rpt.	✓	2	1	1	No	OPPB	-	-	OC-P	-	5	16.55	-	22
23	OC-058 Trip Rpt. to Contractor	✓	2	3	1	No	OC-CCD	-	-	OC-CCD	-	264	2084.00	-	23
24	OC-059 Rpt. to Procurement Div. for Services	✓	3	9	6	No	OL	HR	-	OC-CCD	-	88	528.00	-	24
25	OC-060 Shielded Enclosure Status Rpt.	✓	2	2	4	1	No	OC-O	-	OC-O	-	44	378.96	-	25
26	OC-061 Crypto Equip. Inventory Rpt.	✓	1	3	1	No	NSA	3/9/67	OC-SCS	1	6	34.32	-	26	
27	OC-062 Crypto Equip. Monthly Rpt.	✓	1	5	4	Yes	OE	MEMO 1/9/66	OC-SCS	-	-	168	734.88	16	992.00
28	OC-063 Crypto Material Requirements	✓	1	2	1	No	NSA	3/19/67	OC-SCS	1	20	101.84	-	28	
29	OC-064 Loss of Crypto Material	✓	2	4	1	1	No	NSA	13-201B	OC-SCS	1	3	22.67	-	29
30	OC-065	✓	2	3	4	1	No	USCIB	13-201B	OC-SCS	-	12	70.68	-	30
31	OC-066	✓	2	3	1	No	do	do	-	OC-SCS	-	89	478.7	-	31
32	OC-067	✓	2	1	1	No	do	do	-	OC-SCS	-	6	45.34	-	32
33	OC-068 Data Processing Equip. Controlled by OC	✓	2	3	1	No	OC-EXA	-	-	OC-SCS	-	1	7.00	-	33
34	OC-069 Report Processing of Comm. Rpt. Materials	✓	1	1	1	No	OC-SCS	-	-	OC-SCS	-	8	332.0	-	34
35	OC-070 Communications Security (Guantanamo) (BSAIDEL)	✓	2	3	3	No	OC-SCS	-	-	FIELD	-	18	112.28	-	35

Office of Communications

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Control No.	Report Title	Type of Report	Copies Prepared	Frequency	Distribution	ADP Processing	Source	Authority	Preparing Component	Leads	Manual	Report	Computer Reports	Cost
02-071	TEMPEST Test Report	✓	2	3 Periodic	3	No	OC-CS	+	OC-CS	-	1800	12276.00	-	-
02-072	COMSEC Tech. Improv. Rpt. (Security On Site)	✓	1	5 Periodic	2	No	OC-CS	-	OC-CS	-	132	75504	-	-
02-073	Violation/Compromise Rpt. (Person Security)	✓	2	3 Periodic	1	No	OC-CS	DCIB-F 0.001	OC-CS	-	6	41.28	-	-
02-074	Waiver Forms (COMSEC)	✓	2	2 An. Reg.	2	No	OC-CS	-	AREA HQs	-	16	12728	-	-
02-075	Crypto Clearance	✓	2	2 An. Reg.	2	No	OC-CS	HR	OC-CS	-	976	518448	-	- STAT
02-076	Status Rpt. of Crypto Clearance Pers.	✓	4	2	6	2	Yes	OC-CS	HR	3	186	162864	6	372.00
02-077	Reg. Syst. to create & maintain inventory of electronic Equip.	✓	4	3	1	1	Yes	OC-CS	HM	144	240	28800.00	-	11670

STAT

Agency Reports Reduction
(as reported by 10/22/71)

	<u>Total # Reports</u>	<u>Costs</u>
Agency overall	1,835	\$4,030,931
Reduction	157	420,846
	<hr/>	
Support Directorate	137	\$130,349.52

Office of Legation

Serial No.	Report Title	Type of Report	Number Prepared	Frequency	Distribution	ADP	Authority	Cite	Preparing Component	Index Report	Manual	Reports	Computer	Reports	Index	Reports
							Source	Number			Manual	Cost	Manual	Cost	Manual	Cost
1	Weekly Activity Rpt to DDS	6	2	3	52	1	DDS	AT 65-7	Alu. Log.	1	184	1300.00	-	-	1	450.25
2	Program Submission	5	3	10	1	3	OPPS	-	Pub. FB	-	1848	149.127	-	-	2	973.00
3	Office Estimates Submission	5	3	12	1	3	do	Sup. A-11	do	84	688	1170.23	-	-	3	29.76
4	Analysis of OL 1661 by Activity	1	1	6	12	1	OL	-	do	2	188	97.52	-	-	4	6.96
5	Status of OCA's contract to Property Funds	1	1	11	12	4	OL	-	do	3	120	876.84	-	-	5	104.00
6	Analysis of Prop. Proc. Act. by Landby District Group	1	1	12	12	3	OL	-	do	1	108	758.16	-	-	6	1323.00
7	Status of Funds by object class	1	1	94	12	1	OL	-	do	2	240	1285.20	-	-	7	-
8	Status of Overtimes	1	1	8	12	1	OL	-	do	2	17	141.48	-	-	8	-
9	Fixed Appropriations, "M" Report	7	1	2	1	2	OL	OFN- 8-70	do	2	284	1604.22	-	-	9	-
10	Report of Record Holdings	7	2	12	1	1	OL	OL	do	-	80	104.76	-	-	10	-
11	Annual Record Holdings	7	1	2	1	1	OL	OL	do	12	56	384.72	-	-	11	-
12	Reports of Destruction	1	2	1	4	1	OL	HAB	RS	-	1	224	-	-	12	-
13	Proposed Base Changes/Officing OL Ceiling	1	1	6	52	1	OL	-	PTS	-	260	1391.04	-	-	13	-
14	Problem Staffing Areas	1	-	3	52	1	OL	-	do	-	52	99.33	-	-	14	-
15	OLB's During Past Week	1	1	2	52	1	OL	-	do	-	3	11.44	-	-	15	-
16	OL Strength Report	1	1	4	52	1	OL	-	do	-	52	113.36	-	-	16	-
17	Processing Reports	1	1	3	12	1	OL	-	do	-	48	179.76	-	-	17	-
18	Changes in SLE's Assignments	1	1	3	12	1	OL	-	do	-	12	234.0	-	-	18	-
19	Industrial Security Program	1	3	3	12	1	OL	-	SS	-	48	381.52	-	-	19	-
20	Weekly Activity Report	1	2	7	52	5	OL	L1 70-10	PS	6	416	3380.76	-	-	20	-
21	Report of Significant OLS Accomplishments	1	2	5	1	3	OL	-	do	14	14	186.96	-	-	21	-
22	Weekly Activity Report	1	2	7	52	5	OL	L1 70-10	PS	1	416	3354.00	-	-	22	-
23	Significant OL Accomplishments	1	2	5	1	2	OL	-	PS	-	104	893.76	-	-	23	-
24	Institutional Contracts	8	1	2	2	2	OL	-	OL	-	4	21.52	-	-	24	-
25	Not Returned by Contractor	8	1	2	2	10	OL	-	do	-	432	331.16	-	-	25	-
26	Not Mailed to Contractor	8	1	2	2	8	OL	-	do	-	432	331.16	-	-	26	-
27	Assignment History	8	1	2	2	2	OL	-	do	-	4	21.52	-	-	27	-
28	Inspector's Reports	8	1	2	2	5	OL	-	do	-	432	321.16	-	-	28	-
29	Output Last Month	8	1	2	12	5	OL	-	do	-	432	321.16	-	-	29	-

Office of Logistics

Control No.	Report Title	Type of Report	Number Prepared	Frequency	Distribution	ADP Processing	Authority Source	Cite Number	Preparing Component	Federal Reports	Manual Memos	Reports Cost	Computer Memos	Reports Cost
04/PMS-7	Active Contracts	8	1	2	12	9	YPS	04	OC-5	+	432	3216	-	456.75
04/PMS-8	Security Classification	8	1	6	4	3	YPS	do	do	+	2	1076	-	972.00
04/PMS-9	Contracts In Settlement	8	1	2	2	6	YPS	do	do	+	1	268	-	29.76
04/PMS-10	Contracts Settled	8	1	2	2	6	YPS	do	do	+	1	268	-	6.96
04/PMS-11	CONF Update	8	1	1	52	1	YPS	do	do	+	4/6	2238.08	-	104.00
04/PMS-12	CONF Master File Listing (Cardkey)	8	1	1	6	1	YPS	do	do	+	12	6456	-	1323.00
04/PMS-13	F-3335, 122350 - Total Appl Contracting Activity	8	1	2	12	2	do	do	do	+	1/2	604.32	-	-
04/PMS-14	(See 04/PMS-1)													
04/PMS-15	Annual Rpt. of Record Holdings	7	1	2	1	1	70	WOS/SS/DO	PMS	+	6	27.42	-	-
04/PD-1	Statistical Report	1	1	2	12	2	70	OL PDM 70-1	PD	6	492	5726.64	-	-
04/PD-2	Cost Reduction	1	3	1	12	1	70	do	do	5	108	585.48	-	-
04/PD-3	Semi-Annual Property Rpt.	7	3	10	2	8	70	OF	OF/DO	do	+	48	296.80	-
04/PD-4	Relinquish Report	1	2	2	12	2	70	OF/OL	OF/DO	do	1	24	136.32	-
04/PD-5	Inv. Rpt. - Stock List #3 STAT	1	1	5	4	4	70	OL	PAM 64-3	do	+	24	141.47	-
04/PD-6	Wkly. Oblig. Rpt.	1	1	2	52	1	70	OL	-	do	+	52	194.48	-
04/PD-7	Special Mktg. Rpt. - [redacted]	1	3	1	12	1	70	OL	-	do	+	60	244.08	-
04/PD-8	Mktg. In Rpt. - [redacted] STAT	1	1	3	12	3	70	OL	-	do	+	84	440.64	-
04/PD-9	Rpt. of Rpt. to be withheld	7	2	2	12	1	70	OF	Prima	do	+	3	1723	-
04/PD-10	Personnel Status Rpt.	1	3	2	12	1	70	OL	-	do	+	24	113.76	-
04/PD-11	Base Contracts Glsy Rpt.	1	3	4	4	3	70	OL	-	do	+	16	71.32	-
04/PD-12	Rpt. of Letter Contracts	1	2	2	-	2	70	do	-	do	+	-	-	-
04/PD-13	Rpt. of Significant Accomplishments	1	1	4	1	4	70	do	-	do	+	7	6350	-
04/PD-14	Contract Procurement Activity	1	1	2	12	2	70	do	-	do	6	360	1760.40	-
04/PD-15	Weekly Activity	1	2	5	52	5	-	do	-	do	44	814	6791.62	-
04/SD-1	Weekly Activity	1	3	5	52	4	70	OL/SD	SDI 7-3	SD	+	1040	5371.24	-
04/SD-2	Significant Accomplishments	1	3	3	2	2	70	OL	Prima	do	+	110	819.83	-
04/SD-3	Monthly Activity	1	3	5	12	4	70	OL/SD	SDI 7-3	do	+	672	3456.88	-
04/SD-4	Records Mgmt. Rpt.	1	1	2	1	-	70	OL/SD	-	do	8	109	460.12	-
04/SD-5	Destruction	7	1	3	12	1	70	WOS/SS/DO	Prima	do	4	156	252.4	-
04/SD-6	Ordinance Status Rpt. STAT	1	1	-	52	1	70	OL/SD	-	do	+	520	2820.48	-
04/SD-7	Ordinance Status Rpt.	1	1	-	12	1	70	do	-	do	+	60	484.11	-
04/SD-8	Ordinance Status Rpt.	1	1	-	2	1	70	do	-	do	+	1	1036	-
04/SD-9	Inventory Status Rpt.	1	1	-	12	1	70	do	-	do	+	48	371.04	-

Office of Logistics

Control No.	Report Title	Type of Report	Number Prepared	Frequency	Distribution	ADP	Authority	Source	Cite Number	Preparing Component	Index Report	Manual Reports	Reports Cost	Computer Reports	Reports Cost
04/50-10	Ordinance & Airborne Stock Objectives	1	5	1	2	70	04/50	do	-	SP	-	321	2286.40	-	-
04/50-11	Large Status Rpt. STAT	1	3	52	1	70	do	do	-	do	-	260	110968	-	-
04/50-12	Back/Order Reconciliation Rpt.	4	1	4	2	70	04/50	do	Reconciliation	do	-	104	372.96	-	-
04/50-13	Excess Acquisition	1	2	12	3	70	04/50	do	-	do	-	24	78.60	-	-
04/50-14	Value of Property on Hand Rpt.	1	3	12	3	70	do	do	-	do	-	12	46.68	-	-
04/50-15	Inventory Analysis Rpt. Pcs, 904 85004	1	3	12	3	70	do	do	-	do	-	192	746.88	-	-
04/50-16	Regist. Status Rpt.	1	2	52	1	70	do	do	Verbal	do	-	624	2670.72	-	-
04/50-17	Man/Hours	1	1	12	1	70	04/50	do	-	do	3	48	259.44	-	-
04/50-18	Daily Production Rpt.	1	1	252	-	70	do	do	-	do	6	1008	5218.34	-	-
04/50-19	Financial Prop. Accts.	7	1	12	-	70	OF	do	-	do	5	288	1641.60	-	STAT
04/50-20															
04/50-21	Followup Rpt. on Overdue Cargo	1	1	252	-	70	04/50	do	-	do	-	126	764.26	-	-
04/50-22	Work Measurements Report	1	1	12	-	70	04/50	do	-	do	-	24	75.60	-	-
04/50-23	Procurement Action, Busi. Sta./Dollars Value	1	1	52	-	70	04/50	do	-	do	-	52	163.80	-	-
04/50-24	Imprest Fund	1	1	12	-	70	do	do	-	do	-	24	136.80	-	-
04/50-25	Obligations	1	1	12	-	70	do	do	-	do	-	24	136.80	-	-
04/50-26	STL Accty.	7	1	12	-	70	OF	do	Inst 42	do	1	48	273.60	-	-
04/50-27	Stock Transactions Rpt.	1	1	52	-	70	04/50	do	501 45-59	do	3	72	2462.40	-	-
04/50-28	Stock Transaction Rpt.	3	1	52	-	70	04/50	do	-	do	-	208	769.60	-	-
04/50-29	MPA Monthly Reconciliation Rpt.	7	3	12	-	70	OF	do	-	do	1	104	543.82	-	STAT
04/50-30	Supplies in Custody of packing creating	1	1	12	-	70	04/50	do	-	do	-	86	402.24	-	-
04/50-31	Monthly Shipments	1	1	12	-	70	do	do	-	do	-	72	360.00	-	-
04/50-32	Monthly Receipts	1	1	12	-	70	do	do	-	do	-	12	48.12	-	-
04/50-33	Rept. Mtlly Rpt. - Packing & Crating	1	1	12	-	70	do	do	-	do	-	12	28.32	-	-
04/50-34	Daily Receipts & Shipments	1	1	252	-	70	do	do	-	do	-	96	480.00	-	-
04/50-35	Daily Operations Report	1	1	252	-	70	do	do	-	do	-	252	422.51	-	-
04/50-36	Summary Accident Rpt.	4	4	12	1	70	NOA	AA 385-40	do	do	-	252	632.50	-	-
04/50-37	Lightening Protection Rpt.	4	2	6	4	70	NOA	do	do	do	-	12	42.84	-	-
04/50-38	Surveillance Magazine Rpt.	4	2	6	4	70	NOA	do	do	do	-	4	16.71	-	-
04/50-39	Reimbursable Employees Rpt.	1	1	12	1	70	04/50	do	do	do	-	16	66.84	-	-
04/50-40	Imprest Fund Rpt.	7	1	6	12	70	OF	HHB	do	do	-	6	24.64	-	-
04/50-41	Schedule of Expenditures	1	1	6	12	70	04/50	do	-	do	-	48	236.64	-	STAT
04/50-42	Summary Rpt. of Estimated Obligations	1	1	6	12	70	do	do	-	do	-	48	214.80	-	-
04/50-43	Financial Property Accty. Rpt.	1	1	12	-	70	do	do	-	do	-	36	161.16	-	-
04/50-44	Budget	1	1	12	-	70	04/50	do	-	do	-	48	685.44	-	-

Control	Report Title	Type of Report	Number Prepared	Frequency	Distribution	RSP	Authority	Preparing Component	Index Reports	Manual Hours	Report Cost	Computer Manhours	Report Cost
1	0450-45 Intracomputer Resources	1	5	1	4	No	0450	Log/Inv/IS-1	SA	5	2938	-	-
2	0450-46 Consolidated Material Assets	1	3	2	2	No	do	-	do	12	79.74	-	-
3	0450-47 Document Control Response Rpt.	8	1	24	1	yes	do	-	do	24	7560	-	120
4	0450-48 Helicopters Error Readouts	8	5	24	2	yes	do	-	do	480	1876.20	-	1440
5	0450-49 Location 904 Error Readouts	8	2	24	2	yes	do	-	do	24	7560	-	144
6	0450-50 Location 904 Error Readouts	8	2	24	2	yes	do	-	do	24	7560	-	144
7	0450-51 Helicopters Activity Register	8	5	12	4	yes	do	-	do	240	11402.40	-	45360
8	0450-52 Location 904 Activity Register	8	1	12	1	yes	do	-	do	240	933.60	-	600
9	0450-53 Location 904 Activity Register	8	1	12	1	yes	do	-	do	36	11340	-	1200
10	0450-54 Demand & Issue Activity Register	8	1	12	1	yes	do	-	do	240	11402.40	-	86700
11	0450-55 Issue-Inv Activity Register	8	3	12	3	yes	do	-	do	144	560.16	-	48276
12	0450-56 Issue-Inv Activity Register	8	3	12	3	yes	do	-	do	120	466.80	-	19980
13	0450-57 OE Demand & Issue Activity Register	8	1	12	1	yes	do	-	do	12	466.80	-	180
14	0450-58 Inventory Adjustment Report	8	1	12	1	yes	do	-	do	600	2850.00	-	1200
15	0450-59 RIA Stock In Hand Reconciliation	8	1	24	1	yes	do	-	do	24	93.36	-	2080
16	0450-60 RIA Property In-Transit Reconciliation	8	1	24	1	yes	do	-	do	8	21.12	-	800
17	0450-61 RIA Property In-Transit to Other Reconciliation	8	1	24	1	yes	do	-	do	8	48.48	-	120
18	0450-62 Helicopters Consolidated Activity Register	8	4	2	3	yes	do	-	do	520	2022.80	-	41112
19	0450-63 Location 904 Consolidated Activity Register	8	1	2	1	yes	do	-	do	80	311.20	-	700
20	0450-64 Location 904 Consolidated Activity Register	8	1	2	1	yes	do	-	do	36	11340	-	950
21	0450-65 Loc. 904 Demand & Issue Activity Register	8	1	12	1	yes	do	-	do	60	23320	-	5460
22	0450-66 Location 05 Activity Register	8	1	12	1	yes	do	-	do	450	2745.00	-	900
23	0450-67 Stock On-Hand Status Rpt.	8	5	12	6	yes	do	-	do	14400	62064.00	-	52720
24	0450-68 Prop. In-Transit Status Rpt.	8	1	12	1	yes	do	-	do	240	842.40	-	57600
25	0450-69 Prop. In-Transit to Other Status Rpt.	8	1	12	1	yes	do	-	do	6	48.48	-	180
26	0450-70 Prop. In-Transit from Other	8	1	12	1	yes	do	-	do	6	48.48	-	900
27	0450-71 Location 904 Stock Status Rpt.	8	1	12	1	yes	do	-	do	1920	6048.00	-	11400
28	0450-72 Location 904 Stock Status Rpt.	8	1	12	1	yes	do	-	do	1920	6048.00	-	21000
29	0450-73 Condition 3 Stock Status Rpt.	8	4	12	3	yes	do	-	do	288	1120.32	-	69120
30	0450-74 Condition 5 Stock Status Rpt.	8	2	12	2	yes	do	-	do	120	466.80	-	720
31	0450-75 Allocation 08 Stock Status Rpt.	8	2	12	1	yes	do	-	do	300	1167.00	-	1800
32	0450-76 Allocation 23 Stock Status Rpt.	8	2	12	1	yes	do	-	do	180	1029.60	-	1944
33	0450-77 Doc Office M. Stock Status Rpt.	8	1	12	1	yes	do	-	do	96	336.96	-	18000
34	0450-78 Comm. Equip. Manager Stock Status Rpt.	8	1	12	1	yes	do	-	do	560	4513.60	-	13824
35	0450-79 ORD Allocated Stock Status Rpt. (DDAC)	8	3	4	1	yes	do	-	do	80	1104.00	-	5000

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		1		2		3		4		5		6		7		8		9		10		11		12		13	
Initial No.	Report Title	Type of Report	Number Prepared	Agency	Distribution	Processing	Authority		Preparing Component	Leader Reports	Manual Reports		Computer Reports														
							Source	Cite Number			Manhours	Cost	Manhours	Cost													
04/50-80	Cognizant Off. 7 Allocation 61 Stock Status Rpt.	8	1	6	12	6	yes	64	-	OCS	-	3840	21964.80	-	375.84	1											
04/50-81	Subsided Property In Use/Used. CMC's	8	1	2	12	1	yes	64	-	do	-	380	1088.10	-	348.75	2											
04/50-82	Arms Limited Standard 44 Stock Status Rpt.	8	1	1	12	1	yes	do	-	do	-	420	2864.40	-	186.60	3											
04/50-83	44 Stock Status Rpt.	8	1	1	12	1	yes	do	-	do	-	24	137.28	-	22.80	4											
04/50-84	TSD Condition 3 Stock Status Rpt.	8	1	4	4	1	yes	do	-	do	-	32	257.92	-	14.88	5											
04/50-85	Allocation 09 Stock Status Rpt.	8	1	1	4	1	yes	do	-	do	-	64	515.84	-	28.40	6											
04/50-86	No Issue Status Rpt.	8	1	2	2	1	yes	do	-	do	-	240	1372.80	-	41.16	7											
04/50-87	Condition 7 Stock Status Rpt.	8	1	2	12	2	yes	do	-	do	-	192	746.88	-	18.00	8											
04/50-88	Inventory Stratification Rpt.	8	1	4	12	1	yes	do	-	do	-	8	45.76	-	24.00	9											
04/50-89	WSP Stock Status Rpt.	8	1	3	2	2	yes	do	-	do	-	32	124.48	-	10.80	10											
04/50-90	Allocation 10 Stock Status Rpt.	8	1	1	12	1	yes	do	-	do	-	72	411.84	-	51.00	11											
04/50-91	Allocation 75 Stock Status Rpt.	8	1	2	4	1	yes	do	-	do	-	64	515.84	-	36.0	12											
04/50-92	Receipts and Issues Rpt.	8	1	3	26	3	yes	do	-	do	-	96	373.44	-	432.00	13											
04/50-93	Stock on Hand Acquisition Diff. 4251	8	1	2	26	2	yes	do	-	do	-	192	746.88	-	17.28	14											
04/50-94	Stock on Hand Acquisition Diff. 4255	8	1	2	26	2	yes	do	-	do	-	48	186.72	-	2.88	15											
04/50-95	Property In Use Acquisition Diff. 4251	8	1	2	26	2	yes	do	-	do	-	-	-	-	2.16	16											
04/50-96	Prop. In Use Acquisition Diff. 4255	8	1	2	26	2	yes	do	-	do	-	-	-	-	7.2	17											
04/50-97	Prop. In Use to Others Acq. Diff. 4255	8	1	2	26	2	yes	do	-	do	-	-	-	-	7.2	18											
04/50-98	Monetary Value of Stocks on Hand	8	1	2	12	2	yes	do	-	do	-	1	8.16	-	36	19											
04/50-99	Monetary Value of Property In Use	8	1	2	12	2	yes	do	-	do	-	1	8.16	-	36	20											
04/50-100	Monetary Value of Property In Use from Others	8	1	2	12	2	yes	do	-	do	-	1	8.16	-	36	21											
04/50-101	FIIN Terminature Rpt.	8	2	4	12	4	yes	do	-	do	-	4800	18672.00	-	4262.56	22											
04/50-102	Alpha Terminature Catalog and/or Supplements	8	2	4	12	4	yes	do	-	do	-	600	2334.00	-	5309.28	23											
04/50-103	DSC Cross Reference Stock No. to Manufacturers Part No.	8	1	2	12	2	yes	do	-	do	-	240	1255.20	-	1017.36	24											
04/50-104	DSC Cross Reference Manufacturers Part No. to Stock No.	8	1	2	12	2	yes	do	-	do	-	120	627.60	-	284.40	25											
04/50-105	SAC Letter Duplicate	8	1	1	12	1	yes	do	-	do	-	12	81.64	-	15.60	26											
04/50-106	Terminature 5 x 8 Cards	8	1	1	26	1	yes	do	-	do	-	480	2501.40	-	468.00	27											
04/50-107	Stock No. Change, Detention and/or Condition Rpt.	8	1	3	26	2	yes	do	-	do	-	48	186.72	-	4.32	28											
04/50-108	DSC REF and/or REPL Items Rpt.	8	1	2	12	1	yes	do	-	do	-	96	502.08	-	86.40	29											
04/50-109	DSC Discrepancies	8	1	1	1	1	yes	do	-	do	-	8	54.56	-	15	30											
04/50-110	DSC Transactions Summary	8	1	1	12	1	yes	do	-	do	-	96	654.72	-	1.80	31											
04/50-111	"Cost Read"	8	1	1	1	1	yes	do	-	do	-	1	6.32	-	6.60	32											
04/50-112	DSC AUTODIN Rpt.	8	1	1	26	1	yes	do	-	do	-	96	151.20	-	4.80	33											
04/50-113	Inventory Taking/Prop. on Hand to Others	8	1	2	12	2	yes	do	-	do	-	1	8.16	-	36	34											
04/50-114	Related Terminature	8	1	1	2	1	yes	do	-	do	-	200	778.00	-	400	35											

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Control No.	Report Title	Type of Report	Number Prepared	Frequency	Distribution	ADP Processing	Authority	City	Preparing Component	Index	Manual Reports	Manual Cost	Computer Reports	Computer Cost
1450-115	OHG to COSCOT with Accomplishments	8	1	1	1	yes	OL	-	OCS	-	200	775.00	-	13.00
1450-116	Manufacturers Supply Codes for Transportation (F&O)	8	1	1	1	yes	do	-	do	-	1	523	-	2.40
1450-117	Manufacturers Supply Codes for Transportation & Airway Supply Codes for Manufacturers (F&O)	8	1	1	1	yes	do	-	do	-	1	523	-	3.15
1450-118	Shortage Rpt. for Replacement Action	8	1	3	26	yes	do	-	do	-	960	3734.40	-	90.70
1450-119	Dis-Inventary Status Rpt.	8	1	1	12	yes	do	-	do	-	192	827.52	-	12.00
1450-120	Price Discrepancies	8	1	1	2	yes	do	-	do	-	4	27.28	-	16.00
1450-121	Inventory of Property-In-Use Lists	8	1	1	4	yes	do	-	do	-	10	35.12	-	60.00
1450-122	Charlotte Items Report	8	1	3	4	yes	do	-	do	-	320	1244.80	-	45.00
1450-123	Vehicle Master File	8	1	9	4	yes	do	-	do	-	780	2457.00	-	54.00
1450-124	Vehicle Status Run	8	1	5	4	yes	do	-	do	-	160	504.00	-	120.00
1450-125	Master Number - Reference No.	8	1	1	1	yes	do	-	do	-	1	6.82	-	6.60
1450-1	Report of Significant Accomplishments	1	2	4	1	no	OL/REC'D	7/19/67	REC'D	7	41	316.93	-	-
1450-2														
1450-3	Progress Summary	1	1	6	2	no	OL	-	do	1	8	83.12	-	-
1450-4	Construction Workload Summary	8	4	2	4	yes	OL/REC'D	-	OCS	2	440	2912.80	-	60.00
1450-5	Weekly Rpt.	1	2	11	52	no	OL	L1 70-10	REC'D	4	988	7864.48	-	-
1450-6	Analysis of Space Occupied by CIA	5	1	15	1	no	OPPB	-	do	5	36	155.16	-	-
1450-7	Capital Cost of Agency Real Property (Borman)	7	1	12	2	no	OF	-	do	5	18	206.88	-	-
1450-8	Report of Records Holdings	1	1	2	1	no	OL	-	do	-	4	172.4	-	-
1450-9	Report of Activities in Safehouse	1	2	3	12	no	OL/REC'D	-	do	-	36	262.08	-	-
1450-10	Safehouse Utilization	1	2	3	2	no	do	-	do	-	34	247.52	-	-
1450-11	Proposed Temporary Duty Assign Tool	1	2	4	2	no	OL	L1 70-1	do	-	2	20.42	-	-
1450-12	Survey of Rensselaer Area	1	2	4	4	no	OL	-	do	-	12	124.68	-	-
1450-13	Reducing Seasonal Variation	4	2	12	1	no	EOP	EXORDER 11246	do	1	2	207.8	-	-
1450-14	Cost Reduction Program	4	2	4	1	no	BOR	-	do	-	4	41.56	-	-
1450-15	Utilization, Retention & Status of Federal Real Prop.	4	2	5	1	no	BOR	Div A-2	do	-	3	21.84	-	-
1450-16	ADP Mgmt.	1	2	5	1	no	OL	L1 70-13	do	-	44	302.08	-	-
1450-17	Visual Aids	1	2	6	2	no	OL	-	do	-	12	81.84	-	-
1450-18	TDY & PCS Rpts	1	2	5	-	no	OL	L1 70-1	do	-	224	1799.16	-	-
1450-19	Safehouse Statistical	7	1	3	12	no	OF	HHB	do	-	288	936.00	-	STA
1450-20	Water Pollution Control	4	2	7	1	no	BOR	Div A-18	do	1	4	32.24	-	-
1450-21	Air Pollution Control	4	2	7	1	no	BOR	Div A-28	do	1	4	32.24	-	-

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															1	2	3	4	5	6	7	8	9	10	11	12	13
Contract No.	Report Title	Type of Report	Number Prepared	Frequency	Distribution	ADP Processing	Authority Source	Cite Number	Preparing Component	Number Reports	Manual Reports	Cost	Computer Reports	Cost													
01/PSD-1	Emp. Confidential Short. of Emps. & Fin. Interests	1	1	2	1	1	700	OP HR	PSD	-	1	940	-	STAT													
01/PSD-2	Summer & Winter Leave Schedules	1	1	4	2	1	700	OK 41-20-8	do	-	1	610	-	2													
01/PSD-3	Proposed 704 Foreign Tail.	1	1	2	2	1	700	OK 41-22-1	do	-	-	100	-	3													
01/PSD-4	Monthly Business Stocks - Live. Desc.	1	1	5	1	1	700	OK/PSD 41-70-7	do	-	2	838	-	4													
01/PSD-5	Listing of Anticipated Resignations	1	1	25	1	1	700	do 41-5-1	do	-	1	599	-	5													
01/PSD-6	Annual Rpt. of Records Buildings	7	1	2	1	1	700	NAF/PS/PA	do	-	24	11208	-	6													
01/PSD-7	Cert. of Review of Selected Regulatory Resonance	1	1	2	2	1	700	OK 41-7-1	do	-	328	163824	-	7													
01/PSD-8	Designation of Employer for Income Tax Purposes	7	1	6	1	4	700	OF HHB	do	1	2	934	-	STAT													
01/PSD-9	Significant Accomplishments	1	1	2	4	1	700	OK -	do	1	18	21186	-	9													
01/PSD-10	Manpower & Cost Summary Rpt. - Semi-Annual Rpt. of Accomplishments	1	1	3	4	1	700	OK 41-70-13	do	-	18	16068	-	10													
01/PSD-11	Facility Rpt. Dow Chemical Company	4	1	2	5	4	700	DDW/HR	do	-	4	1480	-	11													
01/PSD-12	Rpt. of PSD Pres. Processing 00100/0000 Summary	3	1	2	6	4	700	DDP/RIN	do	-	1	770	-	12													
01/PSD-13	Rpt. of Visual Aids for Briefing & Training Courses	1	1	2	4	2	700	OK -	do	-	-	200	-	13													
01/PSD-14	Analysis of Annual Production	1	1	2	5	1	700	OK/PSD -	do	-	18	21186	-	14													
01/PSD-15	Report of Production of PSD Plants	1	1	2	12	1	700	do -	do	-	12	4848	-	15													
01/PSD-16	Activity Rpt.	1	1	2	6	26	700	OK 41-70-10	do	-	52	29380	-	16													
01/PSD-17	Trip Reports	1	1	2	3	As Occurs	700	OK/PSD -	do	-	108	56512	-	17													
01/PSD-18	Space Inventory Verification	1	1	1	1	2	700	OK HR	do	-	2	2568	-	STAT													
01/PSD-19	Budget Analysis	1	1	1	2	12	700	OK -	do	1	12	7152	-	18													
01/PSD-20																											
01/PSD-21																											
01/PSD-22																											
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01/PSD-29																											
01/PSD-30																											
01/PSD-31																											
01/PSD-20	"Missing"																										
01/PSD-21	Accident Report	7	2	4	As happens "A"	2	700	OS HR	do	1	3	1330	-	STAT													
01/PSD-22	Printing Services Production Rpt.	1	1	2	12	1	700	OK/PSD -	do	-	744	369216	-	25													
01/PSD-23	Wage Board Employee Shift Changes	7	2	5	as occurs "B"	2	700	OP -	do	1	1	600	-	26													
01/PSD-24	WAGE Staff Employee Report	1	1	2	4	26	700	OK 6A-20-42	do	1	4	2600	-	27													
01/PSD-25	Rpt. of Overtime Hours Worked	1	1	2	26	1	700	OK/PSD -	do	-	104	35352	-	28													
01/PSD-26	Rotation of Essential Employees	1	2	4	1	1	700	OK 41-50-4	do	-	-	107	-	29													
01/PSD-27	Non-Production Closure	1	1	2	52	1	700	OK/PSD -	do	1	312	273832	-	30													
01/PSD-28	Salvage Recovery	4	1	6	2	2	700	GSA FPMR-A	do	2	10	19748	-	31													
01/PSD-29	NIS Volume & Throughput Rpt.	1	1	1	12	1	700	OK/PSD -	do	-	1	468	-	32													
01/PSD-30	PSD Statistics	1	1	2	7396	700	OS	-	do	1	14	7396	-	33													
01/PSD-31	Security Area Access Roster	7	2	4	4	2	700	OS -	do	-	16	7648	-	34													

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Control No.	Report Title	Type of Report	Number Prepared	Agency	Distribution	Processing	Authority	Source	Number	Preparing Component	Funder	Manual Reports	Cost	Computer Reports	Cost
04/150-32	"Missing"														
04/150-33	Report of Discussion, Safety Inspections	1	2	4	6	1	70	04/150	-	PSD	-	66	589.68	-	-
04/150-1	LSD Wkly. Activities Rpt. - F-2129	6	2	12	52	1	70	DD S	ADIN 65-7	LSD	1	1066	555.66	-	-
04/150-2	LSD Statistical Rpt.	1	1	3	12	1	70	04/150	LSP 7-2	do	1	228	1704.45	-	-
04/150-3	LSD Statistical (Status of Funds)	1	1	3	12	1	70	do	do	do	1	252	1139.65	-	-
04/150-4	LSD/PSG Progress Fund	7	1	6	12	2	70	OF	HHR	do	2	12	4824	-	-
04/150-5	Progress & accomplishments against objectives	1	2	3	1	3	70	OL	LIN 30-17	do	1	6	3702	-	-
04/150-6	Rpt. of ADP Ingt. Information (Ceams)	1	2	4	2	3	70	OL	L1 70-13	do	-	4	2108	-	-
04/150-7	Rpt. of Thermal & Trng. Aides	1	-	5	1	2	70	OL	-	do	-	1	277	-	-
04/150-8	Motor Pool Assigned Vehicle Rpt.	1	1	3	12	2	70	OL	LSD 70-2	do	1	84	29184	-	-
04/150-9	Accident	7	1	5	as follows "30"	3	70	OL	HR	do	-	90	49650	-	-
04/150-10	Safety Rpt.	7	2	4	1	3	70	OL	HR	do	-	1	427	-	-
04/150-11	Consolidated Memo Receipt (CMR) (7811)	1	4	2	2	1	70	OL	-	do	1	2	1546	-	-
04/150-12	Consolidated Memo Receipt (CMR) (7800)	1	4	2	1	1	70	OL	-	do	1	3	2319	-	-
04/150-13	Captain's Comm.	6	1	-	4	-	70	OL	HR	do	-	12	10620	-	-
04/150-14	101 Reg. Corp. Status Rpt.	1	3	5	4	2	70	OL	-	do	-	12	6848	-	-